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MEMORANDUM FOR: Director of Central Intelligence
SUBJECT : Time-In-Grade Requirements for Promotion
REFERENCE : Memo for D/Pers fr DCI dtd 9 Apr 74, same subject

1. I fully support your desire to encourage flexibility in the application of time-in-grade policies by the Career Services. Each Career Service has traditionally established its own policies with respect to time-in-grade requirements for promotion. Although some Career Services have set minimum time-in-grade standards for different grade levels many have directed their panels to use an "average" time-in-grade rather than a minimum for a norm. In recent months because of personnel losses and the need to replace employees some Career Services such as DDO, are already relaxing time-in-grade requirements. We think Career Services would be sympathetic and would consider maintaining flexibility in their time-in-grade standards as they exercise their responsibility to develop and establish uniform promotion policies.

2. During their deliberations, members of PASG noted the need to focus more attention to the rapid advancement of highly talented Agency employees and included this as one of the Agency's personnel management objectives. Following the issuance of your memorandum to the Deputies implementing the PASG recommendations I anticipate presenting a paper to the Management Committee designed to further stimulate action by the Career Services to meet their new responsibilities.

3. Specifically, I have developed some suggestions for the Deputies as to approaches they might take to accomplish PASG objectives. Among the suggestions offered is one that encourages Career Services to devise policies which will serve to meet the Agency's need for facilitating the development of highly talented young employees for managerial positions. I will communicate your interest with respect to time-in-grade policies to the Directorates and anticipate that Career Services will no longer arbitrarily exclude employees from promotion consideration because of rigid time-in-grade standards.

F. W. M. Janney
Director of Personnel